

ADMINISTRATIVE — INTERNAL USE ONLY

Approved For Release 2000/05/31 : CIA-RDP83B00823R000500140002-6

10 January 1975

MEMORANDUM FOR: Chief, Policy and Plans Group

SUBJECT : A&TD Monthly Report Submission -  
December 1974

PERSONNEL BRANCH

1. Several areas of the PMCD survey are still in contention. The Branch is continuing to maintain several sets of "books" pertaining to the Office T/O. Hopefully, the present impasse will be resolved in the near future and we will be able to clean up the Position Control Register and the Table of Organization.

2. The Branch processed 9 Office of Security careerists for retirement effective 31 December, and also processed 20 promotions during the month.

3. All staff employees were requested to complete the personal data form required for the new emergency locator computer system known as CEMLOC, which is scheduled to go into effect in the near future. Members of the Branch reviewed and updated the necessary forms for submission to the Office of Personnel.

4. In our efforts to bring on board several more minority professional employees, the Branch reviewed numerous files, interviewed several promising candidates, and Mr. [REDACTED] was accepted as a lateral reassignment from the DDO.

5. The Personnel Branch participated in arranging two awards ceremonies held on 18 and 19 December at which time the Acting Director of Security presented four awards.

LOGISTICS BRANCH

1. The annual review of Parking Permit distribution is due again in January. The Parking Committee has been reconstituted and will review present rules and distribution procedures.

2. Pursuant to DD/A direction, work was initiated on 19 December to realign and consolidate SRD activities in order to release 1,715 square feet of space on the ground floor of Hqs. Building for use by another Agency component.

STATINTL

[REDACTED]  
Chief, Administration and  
Training Division

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PPG 187-4  
10 JAN 1975☐ SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

A&amp;TD Monthly Report Submission - December 1974

FROM:

Chief, A&TD  
Rm. 4E-69 Hqs.

EXTENSION

NO.

6200

DATE

10 January 1975

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Chief, PPG  
4E-58 Hqs.

2.

3.

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